

Administrator's Award for Excellence in Equal Employment Opportunity**EQUAL EMPLOYMENT OPPORTUNITY (EEO) AWARD**

This award recognizes demonstrated exemplary accomplishments in providing equal employment opportunities for non-supervisory employees. Some examples are efforts to eradicate discrimination, harassment, and other barriers to fair and equitable treatment in the workplace. Efforts to heighten awareness of EEO by modeling behavior that reflects zero tolerance of discriminatory practices, and approaches that contribute to the prevention or early resolution of employment issues are also noteworthy examples. The recipient of this award demonstrates perseverance in advancing the principles of EEO.

Eligibility: Non Supervisory Employees, Teams, Groups or Associations of Employees**Criteria:**

- Demonstrated personal commitment to the principles of EEO by being knowledgeable of EEO laws, policies and leading by example in a way that increases others' awareness of EEO matters.
- Developed, coordinated, implemented, or led activities specifically designed to incorporate EEO.
- Demonstrated successful interactions with subordinates, peers and superiors through consistently treating all with dignity, respect and concern for employee differences.
- Showed consideration for others when solving problems by considering the input of those affected.
- Successfully implemented coordinated programs and practices to support employee development.
- Served as a role model through instituting proactive measures to create a positive work environment.

Administrator's Award for Excellence in Equal Employment Opportunity

EEO SUPERVISOR/MANAGER OF THE YEAR AWARD

This award recognizes exemplary achievement in equal employment opportunity (EEO). Such achievements include actions that demonstrate awareness and commitment to EEO that encourages and recognizes the contributions of all employees, and that creates a healthier and more productive organization. The recipient of this award provides leadership and demonstrates respect for subordinates, peers, and superiors while building collaborative and harmonious relationships to enhance individual and organizational productivity. This individual identifies and eliminates, with the appropriate coordination and approval of his/her chain of command, conditions that are barriers to EEO and provides guidance and direction to nurture employee development.

Eligibility: Executives, Managers, Supervisors, and Team Leaders.

Criteria:

- Demonstrated leadership and efforts in recommending, developing, proposing or initiating successful approaches to overcoming barriers to EEO.
- Achieved outstanding success in formulating and coordinating policy changes or corrections that resulted in significant achievements or improvements to FAA's EEO mission.
- Implemented proactive measures to prevent development of undesirable work environment and employment concerns.
- Successfully implemented coordinated programs and practices to support employee development.
- Successfully fostered inclusive, collaborative and harmonious workplace relationships by promoting full participation and workplace accessibility.
- Served as a role model through instituting proactive measures to create a positive work environment.
- Fostered an environment of open communications to allow for early resolution of equal employment opportunity issues at the lowest possible level, e.g., workplace accessibility, reasonable accommodation, and discriminatory harassment matters.
- Developed, coordinated, implemented or led activities specifically designed to incorporate EEO in all aspects of employment, and at all levels in the organization.

Administrator's Award for Excellence in Equal Employment Opportunity

- Effectively communicated the principles of EEO by raising awareness of the agency's commitment to identify and eliminate discriminatory practices, policies, and conditions.
- Eliminate discriminatory practices, policies, and conditions associated with hostile work environments or harassment and hold employees who engage in discriminatory behavior and practices accountable for their misconduct, by taking appropriate actions.

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CIVIL RIGHTS EMPLOYEE OF THE YEAR AWARD

This award recognizes consistently exemplary efforts and leadership by a civil rights employee to eradicate discrimination, harassment and other barriers to fair and equitable treatment in the workplace. These efforts heighten awareness of EEO by modeling behaviors that reflects zero tolerance of discriminatory practices. Additionally, these efforts include visionary and proactive approaches, approved by the Assistant Administrator for Civil Rights, that contribute to the prevention or early resolution of issues. The recipient of this award demonstrates outstanding leadership and perseverance in advancing the principles of EEO.

Eligibility: All Civil Rights Officers, EEO Specialists, and Special Emphasis Program Managers.

Criteria:

- Contributed to the agency's Equal Employment Opportunity program through distinguished service beyond that expected as part of the individual's day-to-day responsibilities.
- Demonstrated consistently outstanding leadership that resulted in the successful accomplishment of the agency's mission through developing, completing formal coordination, obtaining corporate approval, and implementing or leading activities specifically designed to incorporate EEO in all aspects of employment, and at all levels in the organization.
- Demonstrated contributions whose efforts and activities have prompted employees to expand their horizons and explore their potential so that they may make significant contributions to the agency.
- Accomplished assigned civil rights duties in such an extraordinary manner as to be clearly outstanding among Civil Rights Officers, EEO Specialists, and Special Emphasis Program Managers.
- Demonstrated successful interactions with peers, superiors, and others through consistently treating each with dignity, respect and concern for employee similarities and differences
- Developed or implemented improvements to EEO methods or procedures through initiatives that resulted in noteworthy enhancements to effective administration of the agency EEO program, in accordance with applicable law and with the approval of the Assistant Administrator of Civil Rights.